

Napa Valley College Criminal Justice Training Center

2277 Napa- Vallejo Highway, Napa CA 94558 ▪ 707-256-7700 ▪ www.nvccjtc.org



Public Safety Dispatcher

DESCRIPTION: This course meets the requirements of POST mandated training for entry level Dispatchers. The course includes instruction on criminal law, patrol procedures, officer safety, customer-service, emergency telephone handling techniques, radio procedures, critical incidents, and other work place related topics. Instruction includes role-play exercises, discussions, and practical application scenarios. This course is required for the 9-1-1 Dispatcher Certificate of Achievement.

DATES:

November 28 through December 16, 2022

May 8 through 26, 2023

TIMES: Monday- Friday, 0800- 1700 hours

COST: \$248.00 includes college registration and materials (Fall and Spring)

LOCATION: Napa Valley College- 2277 Napa- Vallejo Highway, Napa CA 94558. Building 1000, Room 1013

CERTIFICATIONS: P.O.S.T Certified - Plan IV 3 Units of College Credit

REGISTRATION: All new students including those sponsored by a law enforcement or other government agency must complete the CCC Apply admissions application described in step 1 below.

Step 1: College Application: Go to www.napavalley.edu and click on "Complete Online Application For Admission" (CCC Apply) Be sure to write down your student email address and student ID number.

Step 2: Register and Pay For The Class: Non-sponsored students must register and pay for the class via the MyNVC link at www.napavalley.edu. Agencies sponsoring a student use the CJTC Credit Registration form on the backside of this flier Send the completed form along with a check payable to Napa Valley College. **Note:** Registration in the class is not complete until both the registration form and check are received. Mail the form and check to:

Napa Valley College
Attn: Greg Miraglia
2277 Napa Vallejo Highway
Napa, CA. 94558

CANCELLATION/ REFUND POLICY: This class requires a minimum enrollment of students. Should the class be cancelled, students will be notified 15 business days prior to the first day of class.

PARKING: A parking permit is not required for exempt vehicles. A daily \$2.00 parking permit is required for all other vehicles. Permits can be purchased from parking machines located in the parking lots. Students may not park in any area painted orange or marked as STAFF parking. This includes marked and un-marked police vehicles.

LAPTOP: Students must bring a laptop computer with wireless internet capabilities. Course materials will be provided to students on a USB drive.

DRESS CODE: Dress code for this course is business casual. No shorts, sandals/ flip flops, sweat pants, or logoed t-shirts.



CJTC CREDIT REGISTRATION FORM

Print clearly in Black or Blue ink.

Student ID# _____

LAST NAME _____ FIRST NAME _____ MI _____

ADDRESS _____
(Number, Street, and Apartment, if applicable) City State Zip Code

PHONE # _____ EMAIL (Required) _____

DATE OF BIRTH _____

SPONSORING AGENCY _____

Important Registration Information:

- Complete first, middle and last name accurately (I.e. If you go by Rob but your name is Robert, please put down your full name)
- Include an active email address where we can contact you for any questions
- Be sure you sign the class registration form

Certificates & POST Credit:

- You will not receive a course completion certificate or POST credit until you have completed the Napa Valley College admissions application and registration processes.

Residency Information:

- If you have not lived in California continuously since one year and one day prior to the start of this class, you need to pay non-resident tuition fees. Please contact the A & R Secretary at (707) 253-3076

****Please make sure to read the information above before signing this form****

Student Signature

Date

-----Office Use Only-----

FALL SPRING SUMMER YEAR:

SYNONYM #	COURSE TITLE AND NUMBER	UNITS	DAY/ TIME	DATES OF COURSE